

## Invitation to Tender to Appoint a Research and Evaluation Partner

### 1. Introduction

We are a Community Association and Community Landlord, established in 1994 by residents of Perry Common, as a response to the announcement that 908 houses would be demolished. Currently we own and manage over 200 homes for social and market rent including a 40-apartment Independent Living Scheme, Sycamore Court.

As a Community Association we do so much more; supporting local people with jobs and skills advice, organising a wide range of environmental projects and helping people to live healthier lives. We work with the local community and partners to host a wide range of community events and activities. Our services are focussed on neighbourhoods in the Erdington Constituency, and increasingly across North Birmingham.

### 2. Scope of Work

Witton Lodge Community Association is seeking a suitably qualified organisation or individual to become our research and evaluation partner to work with us and co-produce an evaluation framework to measure the impact of our work at a neighbourhood level, and inform the development of our strategic framework. Through this process we would also be keen to develop or support the development of a 'decent neighbourhoods standard'.

The commission will be in two phases:

#### Phase 1

The first phase will cover the following:

- To develop a framework for the research, evaluation and impact of Witton Lodge Community Association, which is co-produced, and evidence led. This should include both quantitative and qualitative approaches, is community led and has a place-based dimension.

The timeframe for this work is to be completed by **31<sup>st</sup> March 2024**

#### Phase 2

The second phase will cover the following:

- As the research and evaluation partner, work with Witton Lodge Community Association over the next 3 years (2025-28) to implement the framework. As part of this process support the continuous improvement and refinement of the Framework.

### Tender Opportunity

Please note, responders are asked to quote for **Phase 1 only**, but should be available for phase 2.

### 3. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

**Experience and Expertise:** Experience of working with a community led organisation. Experience of research and evaluation in the areas of neighbourhoods, community development and resident led action.

**Methodology:** Clear approach and methodology including use of appropriate tools and techniques.

**Team Composition:** Relevant experience and qualifications of team members.

**Cost:** Competitive pricing.

### 4. Output

The primary output is the development of a framework to enable Witton Lodge Community Association to quantify the impact of its investment and work, and inform future strategic development.

### 5. Submission Requirements

Interested firms should submit the following:

- A detailed proposal outlining the approach.
- CVs of key team members.
- References from previous clients.
- Cost breakdown.

### 6. Timeline

- Online Information Session: Friday 13<sup>th</sup> December 2024 11am. Please contact Waheed Saleem to register
- Proposal Submission Deadline: Thursday 19<sup>th</sup> December 2024
- Assessment & Interviews: W/c 6<sup>th</sup> January 2025
- Contract Award: W/c 13<sup>th</sup> January 2025
- Assignment completed: 31<sup>st</sup> March 2025

### 7. Submission Details

Please submit your proposal to [waheed.saleem@wittonlodge.org.uk](mailto:waheed.saleem@wittonlodge.org.uk)

For enquiries, please contact: Waheed Saleem 0121 382 1930